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COMMISSIONER

TEIS POLICY MEMORANDUM #07-009

TO: TEIS District Administrators
COPY: TEIS Data Managers

FROM: Jamie T. Kilpatrick, Director
Office of Early Childhood Programs, Division of Special Education

RE: **Updated TEIS Provider In-Network Policy**

DATE: December 1, 2007

Effective February 1, 2008, all children with planned services on an initial IFSP dated 2/1/08 or after must be placed with a "preferred" or an "in-network" provider for their particular insurance company. Any exceptions must be approved in advance in writing by the Part C Coordinator, Linda Hartbarger. The approval will be copied to the Central Reimbursement Office (CRO).

Service Coordinators may determine if a particular provider is a "preferred" or "in-network" provider by contacting the child's insurance company directly.

If the planned service is not a covered service by the insurance company regardless of the provider, then any provider may be used. Again this information must be determined by the service coordinator by contacting the child's insurance company directly. Example: if speech therapy is not a covered service by the insurance company, it would not matter if the desired provider is a "preferred" or "in-network" provider. Documentation should be obtained from the insurance company and forwarded to the CRO. If documentation is not available, a memo from the service coordinator detailing the conversation (phone number called, person verifying the information, etc) should be sent to the CRO.

Children currently receiving planned services on an existing IFSP should be transitioned to a "preferred" or "in-network" provider by June 30, 2008. Any exceptions must be approved in advance in writing by the Part C Coordinator, Linda Hartbarger. The approval will be copied to the Central Reimbursement Office (CRO). Providers should be encouraged to obtain "preferred" or "in-network" provider status as soon as possible if they desire to remain a TEIS contracted vendor.

Please note that this policy in no way changes the duration, frequency or intensity of services that are identified on the child's Individualized Family Service Plan (IFSP).

Thank you for your assistance in this matter.